



GOVERNMENT OF PALESTINE

---

RESETTLEMENT  
HANDBOOK

---

PRINTED BY THE GOVERNMENT PRINTER, PALESTINE.



## *C O N T E N T S .*

### *Paragraph.*

1. Introduction.
3. Resettlement Advice Offices.
4. Employment Register.
5. Preference and Reinstatement in Civil Employment.
6. Vocational Training.
7. Interrupted Studies.
8. Resettlement Grants.
9. Licences.
10. Surplus Military Stores.
11. Resettlement Hostels.
12. Permanent Housing.
13. Temporary Housing.
14. Billeting.
15. Transitional Financial Assistance (TFA).
16. Disabled Ex Service Personnel.
17. In Conclusion.



## RESETTLEMENT HANDBOOK.

When you doff your uniform and put on your civilian clothes once more, you will be marking the beginning of a new period of your life. You will find that things at home have changed. You yourself have changed as a result of your experiences in the services, and you must now contemplate the making of certain adjustments. Not every ex-service man and woman will be faced with the same problem, nor, for that matter, will every one have a real 'problem' to face at all. Most of you will return to your former occupations on the farm, in the factory or office, or will resume your pre-war callings or professions; but there will be some who will have no jobs to come back to, some who may not have homes, and some who have become disabled and are no longer fit for their previous jobs. If you are not one of the more fortunate cases, an effort must be made to get back into civilian life. This task of resettlement will require effort and initiative on your part, but preparations have been made to assist you, and it is the purpose of this handbook to explain briefly what assistance is available to you, and how you should proceed, when you are released from your war service, if you wish to take advantage of it.

**2.** The Government of Palestine is fully alive to the difficulties with which you may be faced and is anxious to assist you to overcome those difficulties. In February 1945, an official communiqué was published and in the opening words you will find a clear statement of the Government's intentions.

"The High Commissioner has decided that the organisation of the Department of Labour shall be utilized for giving advice and assistance to men and women



released from His Majesty's Forces with the object of enabling them to find employment and to become re-absorbed into civilian life."

This means that the Government, through the Department of Labour, will do its utmost to ensure that your position in the community will not have suffered because of your absence on active service during the war years.

### 3. RESETTLEMENT ADVICE OFFICES.

#### When in doubt...

Before you make up your mind as to what sort of work you would like to do, whether or not you should continue in your previous trade which may have been affected by changed conditions, whether you should continue with studies which were interrupted by your enlistment, or, as a matter of fact, before you take any decision on a matter which raises any doubt in your mind, you may care to discuss the whole thing with someone who can help you. You may not be sure if you qualify for one of the schemes described later on in this handbook, or you may not be quite sure what steps you should take in order to benefit from one of them. Then again, you and some of your friends may be planning to form a co-operative society; you may be looking for some sound advice as to the practicability of the society's plans. Whatever the case may be, you may go to the nearest Resettlement Advice Office with any problem arising out of your return to civil life and be confident that you will get not only a sympathetic hearing but also advice as to what would be best in your own interests.

#### Where to go...

You will find a Resettlement Advice Office in each of the large towns. If you live in Haifa or in the Haifa

district, you will, of course, go to the Haifa office. The same applies to Jerusalem, Jaffa and Tel Aviv. You will be well advised to go to the Office which is situated in your own residential district and to take your discharge papers with you.

The addresses of these Offices are as follow:

- |                    |  |
|--------------------|--|
| JERUSALEM          | — Inspector of Labour for the Jerusalem Region, Jacaman Building, Commercial Centre, Valley Road, Jerusalem. |
| JAFFA/<br>TEL AVIV | — Inspector of Labour for the Southern Region, 140 Allenby Road, Tel Aviv.                                   |
| HAIFA              | — Inspector of Labour for the Northern Region, 43 Kingsway, Haifa.   |

### 4. EMPLOYMENT REGISTER.

#### That job you want...

You may have been promised your old job back, so, unless your previous employer has gone out of business or is in a new line of business for which you are not suited, you will not be one of those who will have to do something about getting employment. But many ex-servicemen and women will be looking for jobs and may need a helping hand. Of course, there are private and semi-private employment exchanges to which you can apply and in which you will undoubtedly be assisted. But as there is as yet no unified system of employment exchanges in this country, an Employment Register has been opened in each Resettlement Advice Office, as a special service for ex-service personnel who may be looking for jobs. Many employers inform the Resettlement Advice Office of any vacancies which occur. If you want a job, or if you have any difficulty or want advice concerning any aspect of



employment you may call at a Resettlement Advice Office where everything possible will be done to place you in suitable employment. It must be remembered of course that the Resettlement Office cannot create employment and so cannot guarantee a job for every applicant.

#### **If you want a Government job . . .**

All vacancies in Government departments for locally recruited staff are notified to the Employment Register in order to ensure that ex-servicemen and women get a chance to be considered. No appointment is made to any such vacancy without this prior reference to the Register. If you are interested in a Government job, you should get your name on the Employment Register, as that is the regular channel through which you may be engaged.

#### **How to register . . .**

If you wish to have your name put on the Resettlement Employment Register, call at the Resettlement Advice Office which is in your district. To save time, you would be well advised to bring along with you any evidence by way of documents or letters which might indicate your profession or trade and your experience or degree of skill. It will be necessary for you to produce your discharge papers. You will be asked to fill in a short application and if you have been honourably discharged, your name will be put on the Register. You will be given all the information which you need and if you follow the advice of the Resettlement Officer you may rest assured that no efforts will be spared to get you a job.

### **5. PREFERENCE AND REINSTATEMENT IN CIVIL EMPLOYMENT.**

#### **Where you have the advantage . . .**

Following the lead of the Government, many of the large employers' organizations have undertaken on behalf

of their members to give preference to you when recruiting workers. What this means is that if you and another applicant, not an ex serviceman, whose qualifications are not very different from your own, both apply for the same job, then you will be engaged. This will obviously give you a decided advantage.

#### **If you feel aggrieved . . .**

Although it is not likely to happen frequently, it may occur that the other fellow gets the job after all. It may also happen that your old employer, for no good reason as far as you can see, will not reinstate you in your pre-war post. If this is so, you may rightly feel that you have not been treated as you had been led to expect. In such a case you would be well advised to discuss the matter with the Resettlement Officer. It may be possible to arrange to have your claim settled by an impartial tribunal. A scheme has been formulated for the setting up of such tribunals in the main towns under the chairmanship of the Regional Inspectors of Labour. Employers who agree to cooperate in the scheme will be represented on the tribunals which will include representatives of employees and ex servicemen.

### **6. VOCATIONAL TRAINING.**

#### **The scheme itself . . .**

The purpose of vocational training is to provide suitably qualified persons with the opportunity of acquiring skill in recognized trades or occupations. The purpose of this particular scheme is to enable you, if you qualify, to spend some three to six months, or even more in special circumstances, in training for a new occupation if no work is available in your original one, in finishing training which you may have begun before joining up, or in brushing up your skill if you are a craftsman. If you



had no pre-war training but have acquired some skill while you were in the forces, or even if you are unskilled but can show that, had it not been for your war service you would have acquired a skilled trade, you will also be able to apply. Of course, there will be little point in applying for training unless you have enough experience or aptitude to justify the belief that you will successfully complete the course. Courses will only be given in those trades where you are likely to find employment. If, for example, there are too many metal workers and not sufficient building workers, it would not help you very much if you become a skilled metal worker; on the other hand, as a skilled builder your employment prospects would be very good.

#### **The training . . .**

The actual training will be given in various ways to suit the trade or occupation. For instance, if you have been accepted for a course in agriculture, you may 'live in' and receive your training in an institution. The same would apply to a course in nursing. You may take a training course at a trade school, but most of the successful applicants will probably be trained "on the job", in industry itself.

#### **The expenses . . .**

When you qualify for a course in vocational training, you will receive your tuition free. You will not have to pay for any necessary books, tools or other materials. You may be asked to give a deposit which would only be forfeited in case of damage or loss through misuse or carelessness. Since you will not be earning during your course of training, you will also be provided with a cash allowance and, if you are a family man, means of subsistence will be provided for your wife and children. These allowances will only be paid, of course, if you really need them. They will be on the same scale as the

transitional financial assistance described on page 18, and will be paid throughout the period of your training. If you should be asked to take a course of training at a place away from your home, you will be accommodated, if possible, in a Government Resettlement Hostel. When you are training on the job, you will get your midday meal without any charge. If you are married and are being trained in an institution, you will be provided with a railway or omnibus ticket once a month in order that you may visit your family.

#### **How to apply . . .**

If you are interested in vocational training and feel that you qualify for assistance under the scheme, you should call at the Resettlement Advice Office in the district in which you live. There you can discuss the matter with the Resettlement Officer and make a formal application. You should make up your mind as soon as you can about this because your application will not be considered unless it is made within three months of the effective date of your discharge.

## **7. INTERRUPTED STUDIES.**

#### **For whom the scheme is intended . . .**

The scheme which has been evolved with regard to continued education is necessarily restricted in its application to certain special cases. In order to qualify, you will have to show not only that you interrupted your studies in order to join the Forces but, in addition, that you have a high standard of ability and that you are likely to profit from further education in making the best use of your talents. As you probably know, the extent of the available educational facilities is limited and, for this reason particularly, the scheme can benefit only those who possess more than average ability.



### **The courses . . .**

If you feel that you qualify under the scheme, you must be ready to submit full details of the course you propose to pursue. The actual choice of the course is left entirely to you but you should keep in mind that it must be of an approved standard. You may receive your instruction in a local school or university, you may care to pursue a course of study by correspondence or, in exceptional cases where there are no facilities available in this country, you may even be assisted to pursue your course of studies abroad. Failure to complete a course of instruction which you may begin or failure to pass any examination at various stages may disqualify you from continuing to benefit from the assistance provided by the scheme.

### **For those who qualify . . .**

The tuition and the use of all necessary books and materials will be free if you are unable to meet the costs yourself. If you can afford to contribute towards the costs, you will be expected to do so. Where necessary, you will be given a cash allowance on the basis of the transitional financial assistance scheme (see page 18) to help you to meet your ordinary living expenses. If you are studying away from home, you may live in a Government Resettlement Hostel or, in cases where you study abroad, you will receive a ticket enabling you to travel to and from home. You will receive all of these benefits for a period not exceeding three years but if the course of study for which you have qualified requires a longer period for completion, you may be given a loan or else other means may be found to enable you to finish your studies. If you can afford to pay all the expenses yourself you may apply for assistance in obtaining a place in the institution in which you wish to study.

### **How to apply . . .**

As in the case of the other schemes outlined in this handbook, you should, first of all, call on the Resettlement

Officer in the district in which you live. He will be glad to give you any advice which you may need. In considering this scheme, however, you should remember that a very high standard of ability and attainments is a prerequisite for qualification.

## **8. RESETTLEMENT GRANTS.**

### **For the "one-man" business . . .**

The qualifications for the receipt of a one-time cash grant in order to set up in business are somewhat more varied than those required for other schemes. A common requirement, however, is that you must show that you have a reasonable prospect of success. When you qualify for the grant you must make a reasonable contribution from your own resources towards the business which you propose to set up. The types of business with respect to which a grant can be considered include small industrial workshops, retail trading and shop-keeping, craftsmen working on their own account, or any similar suitable enterprises. The maximum amount of any grant will be £P.150 but the actual amount paid will be determined by the needs of each case.

### **Who may apply . . .**

If you were in business on your own before joining up and you now wish to set up in that business again, you will be eligible to apply for a grant under the scheme. In view of changes which may have taken place during your years of service, your old trade may no longer exist or may be substantially altered; nevertheless, you may still wish to set yourself up in business on your own. In such circumstances, you may benefit from the scheme and be assisted to start afresh in a new business different from your old one. Then again, you may have been in business on your own abroad, come to Palestine during the war and im-



mediately joined the Forces. If you are able to prove these facts and otherwise meet the requirements of the scheme, you too may apply for a grant. In all cases, you should remember that it is up to you to show that you really have the experience you claim to possess.

Special consideration will be given to ex-servicemen who have been substantially disabled and for whom a small independent business will be more suitable than some other form of endeavour.

## 9. LICENCES.

### Liaison with the Controllers . . .

As in many other countries, the war-time economy of Palestine required the establishment of a number of Controls. Civilians who wish to trade in certain types of business, who are in need of certain types of material or who are in need of any "controlled" commodity, must obtain a licence from one or other of the Controllers before they can trade in or acquire the required article. A guiding principle in the issuing of such licences is, in most cases, that of "past trade". In other words, if you wish to deal in textiles, for example, one of the first questions you will be asked will be "What is your experience in the textile trade?"

The Controllers are prepared to give special consideration to applications from ex-service personnel. In order to ensure that this special consideration goes to those who are most suitable, application should be made, in the first instance, at the Resettlement Advice Office in the district in which you reside. Without a recommendation from the Resettlement Officer, you will not be afforded any measure of special consideration.

### A word of warning . . .

Licences which are given by the Controllers have considerable commercial value. Consequently, unscrupulous persons with capital to invest may find it profitable to propose to you what may appear to be a good business offer. You may be given a share in a business in return for a licence which you, as an ex-serviceman, may be able to acquire. Before seriously considering any such offer, you would be well advised to consult the Resettlement Officer in your district. A questionable application on your part might prejudice your future chances of getting a licence.

## 10. SURPLUS MILITARY STORES.

It may be that your plans for resettlement in civil life would be facilitated if you were able to purchase suitable surplus military stores. These stores will be disposed of under a system of priorities and arrangements have been made for a suitable allocation for the purpose of utilisation in approved resettlement schemes. For advice and assistance in this matter you should approach your nearest Resettlement Advice Office.

## 11. RESETTLEMENT HOSTELS.

### Until you are settled . . .

One of the difficulties with which you may be faced on your return, if you have no home to come back to, is the finding of a room or flat in which to live. Because, of the acute shortage of housing, you are unlikely to find the signs of "Room to let" you used to see before the war. The civilian population has lived in cramped quarters for the last few years and it may take you some time to find a place to live in. As a temporary measure, therefore, hostels are being opened by Government in all the larger



towns. These hostels are for ex-servicemen and women who cannot afford to live in hotels or pensions and who have no family with whom they might live. Hostel accommodation is limited and, of course, cannot offer the comforts of a home, but it will provide you with reasonable shelter until you can find something better.

#### **For accommodation . . .**

If you are in need of the sort of accommodation which the hostels provide, you should apply to the Resettlement Advice Office in your district. The hostels will not admit you unless you are sent from this office so you will save yourself a trip if you apply in the proper way. The charge is 100 mils per night, but you will be requested to give a deposit which will be returned to you when you leave, provided you have abided by the hostel regulations. The basis of the scheme is the provision of accommodation only; food, except perhaps light refreshment, will not normally be supplied in the hostels.

### **12. PERMANENT HOUSING.**

Government is giving earnest attention to this acute problem and all possible schemes are continually under review. One scheme is designed to relieve the position in Tel Aviv where the need is greatest. Under this scheme three hundred houses for ex-service men's families are being built by the Tel Aviv municipality under Government supervision with funds loaned by Government. The dwellings will be disposed of on a special "hire purchase" system adjusted so as to take account of the high costs and rents prevailing at present and the expected fall during the next few years.

If you are interested in acquiring a house under these terms—the cost of such a two-roomed house will be about £P.850—you should apply to the Resettlement Advice Office.

### **13. TEMPORARY HOUSING.**

Some Army huts have been made available and these have been erected at Government expense on land set aside for the purpose by the Tel Aviv municipality. Some of these will be used for the housing of ex-service men and their families, temporarily, and a few will be used as hostels under the scheme described above. It may be possible later to extend this method of temporary housing to other towns, according to need.

Application for such accommodation should be made to the Resettlement Advice Office. The rent for a family unit will be approximately £P.3,500 per month.

### **14. BILLETING.**

If other means cannot be found and the situation demands, Government is prepared to authorise the compulsory billeting of ex-servicemen and women.

In such cases application in the first instance should be made to the Resettlement Advice Office.

### **15. TRANSITIONAL FINANCIAL ASSISTANCE (TFA).**

#### **Just in case . . .**

All the schemes outlined in this handbook are directed towards one end, helping you to become an independent member of civilian society. The rapidity with which you will achieve this end depends not only on the schemes but



also on the state of employment in the country and your own efforts. If there is sufficient employment and you are anxious to work, as no doubt you are, you will become independent as soon as you return to civilian life. There is a possibility, however, that you may have to be patient for some weeks while waiting for a job to materialise. If you have some means, this waiting period will not inflict undue hardship. For ex-servicemen who have no resources to draw upon, a scheme of financial assistance to tide over the period between release and the securing of employment has been evolved. It is to be hoped that you will not be obliged to fall back on this scheme, but it is something of an emergency measure in case things do not go well. Under the scheme, you will be asked to accept certain obligations which amount to little more than a requirement that you should help yourself as much as possible.

#### When to apply . . .

When you have made every effort to get a job and have failed and if you are, consequently, in difficult financial straits, you may apply for TFA. Your application will be accepted within a period of one year after your discharge. If you manage to secure employment and have the misfortune to fall ill or otherwise lose the job before you have had six months of continuous employment you may also apply, provided that your application is made within the prescribed period of one year since your release. You should always keep in mind that the underlying principle of this scheme is financial need.

#### Your obligations . . .

When you apply for TFA you will be asked to furnish a number of facts concerning yourself. On the basis of these facts, you may be offered employment which is considered suitable and which you may reasonably be expected

to perform. Or, you may be asked to accept free vocational training. If neither of these alternatives is offered to you and you qualify for assistance under the scheme, you will be required to report regularly at specified times and places. It will be essential for the authorities to keep in close touch with you in order to ensure that you are available for work if a chance of employment turns up.

#### Your privileges . . .

If you qualify for TFA you will receive assistance in the form of a monthly cash grant. The amount will depend upon the number of your dependents and on the amount of your income, if any. It will be calculated on a basis of £P.6 per month plus the appropriate cost of living allowance for your family in accordance with the "family allowance" scale for Government employees, with an over-riding maximum of £P.17 per month. At the time of writing the allowance is based on a cost of living index of 258, and the actual maximum amounts payable are:—

Single man or woman	£P.10.700
Married couple	£P.13.600
Married, one child	£P.15.500
Married, two or more children	£P.17.000

Part-time employment will not disqualify you from receiving some assistance if you need it. You may also be reimbursed for any travelling expenses which you incur in reporting when instructed. You will, of course, be as eligible for Resettlement hostel accommodation as any other ex-serviceman or woman.

#### To apply . . .

Applications for TFA, as for other schemes, should be made in writing at the Resettlement Advice Office of the district in which you reside.



## 16. DISABLED EX-SERVICE PERSONNEL.

### If discharged on medical grounds . . .

If you were discharged from the Services on medical grounds, you are, of course, eligible for any of the foregoing schemes, but as you may not yet be in a fit enough condition to take advantage of them, Government has set up a special Committee to help you. It is the Government Committee for Disabled Ex-Servicemen. This Committee naturally places emphasis on the medical aspect of your case and every endeavour will be made to assist your return to civil life in as fit a condition as possible.

### Medical assistance . . .

In connection with the Disability on account of which you were discharged, you may need further medical treatment or, if you are still more unfortunate, you may even need to be placed in a hospital for some time. The purchase of medicine may prove to be a drain on your finances. In all of these cases, you may apply for assistance in the form of free medical care, hospitalization and medicaments.

### Financial help . . .

During the period of your enforced inactivity you and your family may need financial assistance. If this is so, the procedure to be followed is:—

*Jews:*— apply through the Department for the Care of Jewish Ex-Servicemen, Head Office, P.O.B. 1088,  
6, Ibn Ezra Street,  
Rehavia,  
Jerusalem.

*Arabs:*— apply direct to:

Government Committee for Disabled Ex-Servicemen,  
St. Louis Way,  
P.O.B. 737,  
Jerusalem.

or to the nearest office of the Department of Social Welfare.

The amount of the grant will be determined by your special requirements, as it may be that doctors will say you need special food for a while. Generally speaking the basis of the calculation will be at a higher level than that awarded under TFA.

### Pension and other matters relating to your war service . . .

You may require information or assistance in connection with a pension award, clothing or other service matter, and in this event, you are invited to write about it direct to:

The Chairman,  
Government Committee for Disabled Ex-Servicemen  
P.O.B. 737,  
Jerusalem.

When writing always give your Service No. and the reason for your discharge.

### A reminder . . .

The principal aim of this Committee is to grant you every facility for getting fit again, and in your own interests you are strongly advised to take full advantage of the medical treatment offered. If you start work and then have a breakdown due to your discharge disability, you may still receive free medical treatment.



## 17. IN CONCLUSION.

The Resettlement Advice Offices have been opened for one purpose—to advise and assist you in every way possible to overcome the problems that may arise in connection with your return to civil life. Use the Offices freely and as often as you like: no matter what the trouble, if it arises out of your resettlement, you can there talk it over in confidence with a Resettlement Officer who will tell you what can be done for you or what you should do for yourself. All the experience, knowledge and resources of the Resettlement Advice Offices are freely at your service.

NOTE. The figures quoted above for the amounts of the grants and financial assistance in the various schemes are those decided upon by Government as suitable in present circumstances and may be subject to revision from time to time.